

MISHAWAKA UTILITIES – WASTEWATER DIVISION**A. JOB TITLE –MAINTENANCE MANAGER****B. DEFINITION**

To coordinate and oversee a variety of mechanical repairs, installations, overhauls and specialized work in servicing, maintaining and rebuilding a variety of mechanical equipment; to know operating procedures for power-driven equipment and tools; and to perform supervisory work in the operation and maintenance of the wastewater treatment plant and its lift stations. Creates preventive maintenance work orders and assigns P.M. tasks. To be responsible for scheduling, overseeing and approving maintenance work in assistance to the Plant Manager. Supervises all maintenance personnel. Reports to and accepts assignments from the Division Manager and Assistant Manager of the Wastewater Treatment Plant.

C. EQUIPMENT USED

Must be familiar with the function and operation of:

1. Portable pumps
2. Lathe
3. Drill press
4. Bearing presses
5. Acetylene torch
6. Hydraulic jacks
7. Compressor equipment
8. Lawn equipment
9. Welder
10. Heavy vehicle and equipment operation
11. Pipe threader
12. Assorted hand and power tools, including but not limited to, portable grinder, reciprocating saw, power frills, circular saw, portable band saw, pipe wrenches, pliers, screwdrivers and other assorted tools.
13. Plant SCADA system
14. Maintenance management software
15. Lift station SCADA monitoring system

D. JOB LOCATION

Maintenance duties are performed in and around the buildings, structures and grounds of the Wastewater Treatment Plant, at lift stations and at the Biosolids Processing Facility and garage. May be required to work at other locations for the utility or city.

E. PHYSICAL REQUIREMENTS

May engage in sitting, standing or talking for up to 2/3 of the workday. Must be able to bend, stoop, crawl, reach and climb high elevations. Must be able to lift and carry a minimum of 35 pounds. Must be able to work in enclosed areas or environments, walk on metal grates, slippery surfaces, and narrow passageways. Must have good balance and visual depth perception.

F. ENVIRONMENTAL/WORKING CONDITIONS

Must be able to work alone and/or with others in the performance of maintenance supervision. May be required to respond to all calls at any time of the day or night during all types of weather. Must be able to work in dark conditions, around operating equipment, and open tanks both full and empty. Dangerous chemicals are present in the workplace including sodium hypochlorite, sodium bisulfite, ferrous chloride and other solvents, acids and cleaning agents. Supervision may be performed in wet, dusty, dirty, and odorous and in noisy areas.

G. ESSENTIAL FUNCTIONS OF THE JOB

Supervises and directs all maintenance. Assigns job orders on an as need basis, reviews methods and procedures for work to be performed, and inspects completed work tasks to insure proper work performance. Must establish and train the maintenance work force in proper maintenance practice and procedures. Must assist the Plant Manager in qualifying or disqualifying maintenance job applicants. Must be familiar with and enforce established Working Agreement conditions to all subordinate employees and initiate appropriate disciplinary action as needed. Must work closely with sales people, general contractors, vendors, manufactures, representatives and other utility personnel regarding purchasing, repairing and acquiring needed information on all plant equipment, tools and parts. Maintain and update all documents, records and data associated with the plant's preventative maintenance program and tool and parts inventory system. Advise the Plant Manager on plant policies and procedures and inspect, maintain and recommend needed safety equipment. Must assure that proper safety procedures and necessary PPE are utilized in all maintenance operations. Reviews shop drawings and spec manuals on all existing or new plant equipment and processes to understand operational instructions, information and procedures. Must thoroughly instruct maintenance personnel on the use, operation and maintenance of all equipment and processes. Must carefully monitor, regulate and oversee all phases of plant and lift station operation and maintenance. Must inspect each lift station at least twice each year, in order to evaluate operation and maintenance needs.

NOTE: This list of basic duties and responsibilities include most, but may not comprise all of the specific tasks which might have to be performed.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

Assist Assistant Manager in determining immediate plant operational needs and taking appropriate steps to address them. Must meet on a scheduled basis with Plant Management to discuss plant activities, work assignments, equipment needed and other related matters.

I. REQUIRED KNOWLEDGE AND ABILITIES

Must have the ability to prepare and maintain accurate and legible maintenance work records. Must be able to effectively communicate with all levels of employees both orally and in written form. Must have willingness, ability and good judgement to make decisions relating to both employee supervision and the performance of maintenance tasks. Must be able to successfully motivate, supervise and skillfully teach and develop maintenance personnel. Must have the capacity to issue directives and delegate responsibility and/or authority to the maintenance group of employees. Must be able to carry out and accomplish the maintenance directives and goals of the Plant Manager. Must be able to understand and follow written and oral instructions. Must be familiar with non-plated vehicles, tools and equipment used in the operation and maintenance of the Wastewater Plant, buildings and grounds. Must have good powers of observation and high mechanical aptitude. Must have basic knowledge of the methods, practices, procedures and safety hazards involved in the treatment of wastewater. Must have a considerable knowledge of the tools, materials, methods and practices used in the repair and maintenance of pumps, machinery, engines and other mechanical equipment. Must have a basic knowledge of electricity and electronics.

J. QUALIFICATIONS

1. Must possess a High School diploma or equivalent.
2. At least three years acceptable supervisory experience in an industrial maintenance environment.
3. Must maintain a high level of efficiency in performance of the job.
4. Must pass a pre-employment drug screen.
5. Must adhere to the City of Mishawaka's Drug and Alcohol Free Policy.
6. Must sign and adhere to the City of Mishawaka's Confidentiality Statement
7. Continuing education on plant maintenance may be required as specified by the Plant Manager.